

Corrections and Custody Officer 3 - Correctional Sergeant

\$3,176 - \$4,167 Monthly (Range 47)

Agency Information

The Department of Corrections is seeking two highly motivated and qualified individuals to fill two Correctional Sergeant positions located at the Washington State Penitentiary located in Walla Walla, Washington.

The Washington State Department of Corrections (DOC) offers many exciting and rewarding career opportunities. Whether the work is inside a prison, in community corrections or in an administrative office, DOC's professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society. For more information visit www.doc.wa.gov.

Washington's 15 prisons provide DOC employees the opportunity to work and live in the most interesting and varied landscapes in the country. Some facilities offer small-town communities in rolling agricultural hills or in deep forests with great outdoor recreational opportunities. Others are located in or near vibrant cities that offer exciting nightlife, interesting and ground-breaking cultural scenes and innovative economic development. For more information on Washington State visit <http://access.wa.gov/living/index.aspx>.

DOC Mission Statement

"The mission of DOC is to improve public safety."

Duties

Correctional Sergeants provide a positive role model for offenders and correctional officers by working to ensure the safety and security of a correctional institution, facility or unit, offenders, staff and the public. Sergeants supervise corrections and custody officers, and perform custody work which involves controlling, directing, and monitoring the activities and movement of adult offenders. Using the unique strengths and resources of the work environment, Correctional Sergeants may develop tools and plan strategies for building competence and fluency in correctional officers in a stable prison population where custody staff know the security and custodial requirements of the offenders with whom they are working.

Correctional Sergeants transferring to DOC from other states or agencies must successfully complete Correctional Worker Core (CWC), a six-week academy for all correctional workers employed in DOC Prison Facilities. We know that managing difficult people takes more than force. It takes observation, knowledge, skills and continual practice. Every DOC employee is provided with initial training designed to help assure safe working conditions.

Qualifications

High School Diploma/GED AND three years of experience as a correctional officer in adult corrections.
OR

Two years of experience as a correctional officer in adult corrections and successful completion of 30 semester or 45 quarter hours of accredited college-level course work.

Note: Some positions may require a Commercial Driver's License (CDL), with appropriate endorsements.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

Tuberculosis (TB) is a priority health issue for DOC employees, Periodic skin tests are required for all custody staff who are assigned to health care posts and those who transport known/suspected TB

patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All Department of Corrections' employees are fingerprinted for a criminal history background check. Pre-employment process will include drug screening.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; education benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees:
Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information of these Core Competencies, please email aaponti@DOC1.WA.GOV.

LOCAL AND JOB SPECIFIC COMPETENCIES

Observation, Technology, Stress Tolerance, Professional Standards, Adaptability.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter *20623* and click on Start Search.
5. Click on the link, under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.